

Approved For Release 2008/06/03 : CIA-RDP86-00735R000100050007-2

Drop 01 Street

11/20

(2520)

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**CONFIDENTIAL**

*2nd Quarter*

Office: OL/LSD/MPB

Objective Statement: Research the feasibility of installing automated gas pumps at  
 Responsible Officer:  the Motor Pool Garage

Significant Funding Amount: \$ \_\_\_\_\_ FY 83

Quarter Ending:

O — Scheduled  
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Read literature currently available pertaining to automated fuel dispensing systems					X							
Determine the feasibility of installing automated gas pumps at the motor Pool										0		
Prepare cost estimates											0	
If feasible, formulate plans for its implementation												0

25X1

25X1

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Office: OL/LSD and OL/RECD  
 Objective Statement: To continue to work closely with GSA and to improve service to the  
 Responsible Officer: [ ] Agency and obtain independent authority for the  
 Significant Funding Amount: \$\_\_\_\_\_ FY 83 Agency to lease, acquire, or construct real property.  
 Quarter Ending:

O — Scheduled  
 X — Actual

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Meet regularly with project control officer from the Office of the Administrator, GSA		X		X			X		X			
Perform monthly "walk-about" with DDA	X	X	X	X	X	X	X	X	X	0	0	0
Coordinate action items with GSA Buildings Manager	X	X	X	X	X	X	X	X	X	0	0	0
Provide project support officers to out-lying buildings to identify problems, evaluate GSA performance, and coordinate actions	X											

Office: OL/LSD/BSB

Objective Statement: Establishment of an Automated Supply System

Responsible Officer: [REDACTED]

Significant Funding Amount: \$ \_\_\_\_\_ FY. 83

Quarter Ending: 29 April 1983

O — Scheduled  
X — Actual

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Develop a program to monitor stock levels, issuances, reordering, and on-hand quantities of administrative supplies in Agency supply rooms.									X			
Input all data required to administer the automated program.			O						X	O		
Verify input against manual records.				O					X			
On-line operation of automated system.				O					X			
Trial Period for Manual/Automated System												O

The Automated Supply System was fully developed and turned over to Building Services Branch during the week of 15 May 1983. Action was taken to input all data required to administer the entire program and was completed and verified by 30 June 1983. We are currently operating the on-line system in conjunction with the manual system. Anticipate deleting the manual system after approximately 3 months trial period and the installation of the terminal in the Supply Room.

Office: OL/LSD

Objective Statement: Improve the physical environment and quality of food and service in the EDR

Responsible Officer: [Redacted]

Significant Funding Amount: [Redacted] FY 83

Quarter Ending:

O — Scheduled

X — Actual

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Select a consultant to survey the physical area and overall function of the EDR and to prepare a report on the findings with recommendations for improvement			X									
Present a proposal for improvement to management				0					0			0
Initiate a work order to implement facility changes and initiate action for any approved personnel changes						X						

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Office: OL/LSD/MPB

Objective Statement: Develop and Implement an Effective Vehicle Dispatch PlanResponsible Officer: Significant Funding Amount: \$                      FY 83

Quarter Ending:

O — Scheduled

X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Develop program to enter motor vehicle requests into an automated system										0		
Prepare Motor Pool area for installation of computer equipment											0	
Train Dispatchers in the use of the system												
Place system on line												

25X1

25X1

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